

There is a job vacancy with the **BAY COUNTY PERSONNEL DEPARTMENT**.

JOB TITLE: Director of Personnel, Employee Relations, and Payroll/Benefits Administration

Pay Range:

- \$64,126 at hire; \$75,441 after two years (MN14) (if meets all REQUIRED QUALIFICATIONS)
- \$74,880 at hire; \$81,286 after two years (MN15) (if meets all REQUIRED QUALIFICATIONS **AND ALL** PREFERRED QUALIFICATIONS CATEGORY 1)
- \$81,681 at hire, \$90,188 after two years (PN12) (if meets all REQUIRED QUALIFICATIONS **AND ALL** PREFERRED QUALIFICATIONS CATEGORIES 1 AND 2) **described below*

GENERAL SUMMARY:

Coordinates and directs the personnel and labor relations activities for the county. This is a statutory position under Public Act 139. Serves as the communications link between the Bay County Executive and employees and their bargaining agents. Ensures a high amount of workforce productivity through outstanding hiring practices. Administers compliance with employment laws, regulations and contracts; creates and administers policies, procedures and writes opinions and positions regarding employment-related disputes and investigations. Exercises a high level of discretion and independent judgment. Consequences are serious in the event of erroneous decisions. Works under the general supervision of the County Executive. This is an at-will position.

TYPICAL DUTIES:

1. Processes unemployment claims and represents the employer in administrative proceedings involving disputes over unemployment claims. Prepares and presents the employer's case, testifies, and questions witnesses.
2. Processes and adjusts grievances. Presents the employer's case to State of Michigan mediators by presenting arguments, testifying, and questioning witnesses presented by unions.
3. Develops the employer's proposals for labor contract negotiations after consultation with elected officials and Board of Commissioners. May serve as chief spokesperson for the employer during contract negotiations for the County's 12 unions. May lead all contract negotiations. Requests closed sessions of the Board of Commissioners, and attends those closed sessions to present authoritative recommendations regarding strategy in labor contract negotiations.
4. May negotiate and administer 12 labor contracts and the Bay County Personnel Policy and various other policies.
5. Makes authoritative recommendations to the committees of the Board of Commissioners and the full Board, and regularly attends the committee meetings of the Board and the full Board meetings as a representative of Bay County's administration in matters related to personnel and employee relations. Serves as needed on the Retirement Board.
6. Investigates and makes written determinations regarding administrative complaints alleging illegal discrimination and other Policy/Procedure issues.
7. Supervises a Personnel Clerk, a Typist-Clerk, Benefits Supervisor, Payroll Clerk, Retirement Administrator, Wellness Coordinator and Retirement Clerk and oversees effective performance of their responsibilities. Authorizes schedules, approves or disapproves requests for leaves, hires staff and may issue discipline, including discharge from employment.
8. Is generally responsible for employer compliance with all applicable employment laws and regulations.
9. With the concurrence of County Executive, may decide to issue reasonable pay raises (reclassifications) to employees belonging to the United Steelworkers (USW full-time unit) in accordance with a letter of understanding with the U.S.W. Makes authoritative recommendations to the Board of Commissioners regarding requests for pay raises (reclassifications) from all other employees as set forth in the appropriate labor contract and/or personnel policy.
10. Makes authoritative recommendations regarding disputes concerning workers' compensation claims.
11. Frequently writes memoranda of understanding, settlement agreements, proposals, policies, and opinions on issues related to personnel and employee relations.

12. Develops and administers policies for classification and compensation of employees, as well as for recruitment, selection, and appointment of employees.
13. Administers tuition assistance program and other training efforts.
14. Maintains EEOC compliance records. Takes action to help develop a diverse work force.
15. Has frequent internal and external contact with employees, local union representatives, and international union representatives, and acts, in those situations, as principal spokesperson for the county, and may make reasonable commitments on behalf of the County in important matters regarding personnel and labor relations.
16. Responsible for coordinating the County's wellness initiatives and overseeing the near-site Wellness Center.
17. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

***QUALIFICATIONS (public sector experience and/or CPM certification desired, but not required):**

Required	Preferred Category 1	Preferred Category 2
<ul style="list-style-type: none"> • Active participant in at least one collective bargaining agreements • Bachelor's degree in HR, Political Science/Public Administration or business degree or PHR or SHRM-CP certification • Two years as assistant human resource manager or assistant director. 	<ul style="list-style-type: none"> • Lead negotiator and administrator of at least two collective bargaining agreements • Bachelor's degree in human resources, industrial, or labor relations or Bachelors in business administration <u>and</u> SPHR or SHRM-SCP certification • Four years in a senior level (HR Director) position. 	<ul style="list-style-type: none"> • MBA or Masters in human resources, industrial, or labor relations or JD degree and member of State Bar. • Excellent writing and presentation skills (test may be administered) • High degree of computer literacy (MS Office and HRIS systems) • Budget preparation, analysis, and administration experience (2 years) • Benefits administration experience (3 years)

PHYSICAL: This position involves sitting most of the time and/or being mobile or standing for brief periods. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to one third of the time. Valid operator's license required. May be required to work extended hours at times.

Make application at www.baycounty-mi.gov or at the Bay County Personnel Department, 515 Center Avenue, 3rd floor, Bay City, Michigan 48708-5121 by **4:00 p.m. Tuesday, November 10, 2015.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County does not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, familial status, sexual orientation, or gender identity/expression."